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NASA Procedural Requirements

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COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)

Subject: Aircraft Operations Management w/Interim Revision to Chapter 3

Responsible Office: Aircraft Management Division

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CHAPTER 2: NASA Aircraft Operations Guidelines

2.1. Operations

2.1.1. Flight Authorization. Centers shall establish procedures to ensure that all flights of NASA aircraft are properly approved and documented. Approval will normally be made by a supervisory aircraft operations pilot or other appropriate aircraft operations supervisory personnel. A documented and approved process to cover absences of flight approval authorities shall be implemented.

2.1.2. NASA Aircraft Use. NASA aircraft shall be used primarily for research and development, program support, astronaut space flight readiness training, or mission management flights. Other uses may be authorized to accomplish established and approved NASA objectives, such as --

2.1.2.1. Proficiency flying, including cross-country, to meet currency and annual requirements.

2.1.2.2. Maintenance checks and/or ferry flights.

2.1.2.3. Logistics support (excluding experimental aircraft).

2.1.2.4. Emergency and humanitarian operations.

2.1.3. Pilot Assignments for NASA Aircraft

2.1.3.1. The Pilot-in-Command (PIC) of any NASA aircraft shall be a designated NASA pilot. Designated NASA pilots are those who perform piloting duties as a part of their official Position Description, to fulfill NASA contract requirements, or in accordance with an interagency agreement.

2.1.3.2. Only pilots designated by NASA shall be assigned piloting duties on passenger-carrying flights.

2.1.3.3. Demonstration, evaluation, or training flights involving non-NASA pilots shall be documented and approved by the appropriate program manager and an appropriate supervisory pilot.

2.1.3.4. The PIC shall ensure that appropriate passenger briefings are conducted and include pertinent egress, safety, and emergency information.

2.1.4. Documentation. Records pertaining to NASA-flight activities shall include, as a minimum, the following:

2.1.4.1. Approval of mission.

2.1.4.2. Name, grade, and duty status of all aboard.

2.1.4.3. Purpose of the flight.

2.1.4.4. Routing and/or flight events, and approximate take-off and landing times.

2.2. Flight Crews

2.2.1. NASA flight crews shall be qualified in accordance with standards set forth in this NPG and individual Center instructions. Records of qualification and flight evaluation are required. A review of pilot and crew qualifications shall be made prior to flight assignment to ensure that prerequisites for the intended mission are met. The Center Director shall designate the crewmembers for aircraft that are under the Center Director's purview.

2.2.2. Pilot Proficiency Program. A comprehensive pilot proficiency program shall be established at each Center for pilots flying research and program support aircraft. This program should be specific to the assigned mission and reflect an indepth evaluation of pilot proficiency and capability. Elements of the program should include the following:

2.2.2.1. Currency requirements. Procedures shall be established to ensure that pilots obtain at least 100 flying hours per year. A portion of that time must include night flying, if night flying is required to meet mission requirements, and instrument flying, to include instrument approaches. Procedures shall be established to ensure that flying time, night flying (if required), and instrument flying are achieved proportionally throughout the year. Centers may impose additional proficiency requirements on flight crews to meet mission needs.

2.2.2.2. Pilot Annual Evaluations. Flight proficiency shall be evaluated at least once per year by a NASA or NASA-designated pilot who is an instructor pilot/flight examiner in the aircraft used for the evaluation.

2.2.2.3. Pilot Instrument Evaluations. Instrument flying proficiency shall be evaluated at least once per year. The instrument evaluation may be combined with the annual proficiency evaluation or completed separately. The instrument proficiency check may be accomplished in a level C flight simulator.

2.2.2.4. Simulations. The use of simulation for supplemental training is encouraged. Realistic, mission-oriented scenarios may be used to complement the annual proficiency and instrument check requirements.

2.2.2.5. Tests. Written tests shall be administered and reviewed annually to ensure current pilot knowledge of air traffic control procedures, aircraft/back-up systems, normal and emergency operating procedures, Agency and local instructions, and other pertinent regulations and procedures. The tests shall be developed at each Center and administered under the supervision of an appropriate supervisory pilot. Tests may be open or closed book or a combination of both.

2.2.2.6. Reviews. Procedures shall be established to ensure that pilot flight evaluation documentation is reviewed by a supervisory aircraft operations official. Flight evaluations given by supervisory pilots shall be reviewed by the Center Aviation Safety Officer or training officer to confirm the appropriateness of the evaluation procedures. Pilot and other air crew evaluations shall be forwarded to the appropriate management level, to be determined at each Center, for review and concurrence.

2.2.3. Aviation Medical Program

2.2.3.1. All pilots shall be certified medically at least annually. Pilots 55 years of age and older shall be medically certified every 6 months. Details of the requirements are listed in Appendix A, Aviation Medical Program.

2.2.3.2. Copies of current medical certification shall be kept on file at the pilot's operating site.

2.2.3.3. Procedures shall be established for an Agency medical review by qualified medical personnel of the medical examination results for pilots who do not meet the required standards.

2.2.3.4. The establishment of flight crew health maintenance programs is encouraged. These normally include a prevention program, health risk analysis, and consultations.

2.2.3.5. Pilots of mission management aircraft shall comply with the requirements contained in Federal Aviation Regulations, Part 65, Medical Standards and Certification.

2.2.4. Alcohol and Drugs. Each Center Director shall develop a policy for personnel acting as crewmembers on NASA aircraft that is at least as restrictive as FAR Part 91, General Operating and Flight Rules, concerning the use of alcohol and drugs.

2.2.5. Pilot Release from Flight Status. Center Directors shall establish procedures, in coordination with their personnel offices, to ensure that pilots shall be assigned to duties not involving flying if they become medically disqualified or if they are unable to satisfactorily demonstrate flying performance. These occurrences shall be documented to include statements of fact and rationale leading to disposition and final decision. The documentation shall be reviewed by the Center Director or designee.

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